

Nutrition Resource Group Terms of Reference (2008)



NUTRITION
RESOURCE
CENTRE

CENTRE DE
RESSOURCES
EN NUTRITION

Purpose

The Nutrition Resource Group (NRG) is a collaboration that meets for networking and sharing and supports the Nutrition Resource Centre's (NRC) work to:

- 1) increase provincial collaboration and coordination of nutrition promotion programs, and
- 2) increase provincial collaboration and coordination of technical support services for the implementation of nutrition promotion programs, and
- 3) enhance the capacity of health promotion practitioners in Ontario who work towards the prevention of chronic diseases and the promotion of healthy eating, and
- 4) disseminate information on nutrition programming (via Contact-nrc, and NRC Digest)

Role

The NRG will:

1. Support and complement the effective use of existing and emerging strategies and resources among provincial organizations.
2. Link and cross-reference programs through dissemination, resource development feedback and promotional activities
 - a. by identifying opportunities for coordination and dissemination of programs and resources,
 - b. by identifying mechanisms for promotion of key provincial programs, and
 - c. \by building a connection to other key partners within the Ontario Health Promotion Resource System (OHPRS).
3. Serve as a forum for:
 - a. conducting regular environmental scans of key issues,
 - b. anticipating and discussing relevant provincial and national nutrition issues (i.e., various provincial health strategies, Nutrition Month themes, national food and drug regulation changes)
 - c. providing advice to the Ministry of Health Promotion to address gaps in nutrition programming
 - d. dissemination of information from members of NRG on their continuing education, and
 - e. community nutrition-related activities and issues with nutrition promotion practitioners via Contact-nrc and NRC Digest.
4. Share and discuss opportunities for facilitating technical support and services to nutrition professionals and others who are promoting optimal nutritional health within a health promotion context.

Membership

Membership of the NRG will be drawn from a number of key provincial organizations including the Ontario Public Health Association, Ontario Ministry of Health Promotion, Ontario Health Promotion Resource System Partners and provincial health organizations.

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The composition of the Nutrition Resource Group will include:

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|---|---|
| Manager | • Nutrition Resource Centre |
| Program Coordinators,
Provincial Programs
Representative from (the) | • Nutrition Resource Centre |
| | • Ontario Public Health Association, Board of Directors |
| | • Ministry of Health Promotion |
| | • Dietitians of Canada |
| | • Ontario Society of Nutrition Professionals in Public Health |
| | • Community Health Dietitians Network of Dietitians of Canada |
| | • Canadian Cancer Society, Ontario Division |
| | • Cancer Care Ontario |
| | • Heart and Stroke Foundation of Ontario |
| | • Canadian Diabetes Association |
| | • Breakfast for Learning -- Canadian Living Foundation |
| | • Ophea (which includes the Physical Activity Resource Centre (PARC) and the School Nutrition Initiative) |
| | • Heart Health Resource Centre |
| | • Family Health Team RD Action Group |
| As required | • Representatives from relevant provincially funded nutrition programs |
| | • Representatives from other members of the Ontario Health Promotion Resource System |

Members are asked to:

- attend meetings to contribute to the purpose of the NRG
- bring updates from the organization they represent, and provide that update electronically to the minute taker
- provide material on their programming for the NRC Digest

Coordination

- The Nutrition Resource Group will be coordinated and chaired by the Nutrition Resource Centre Manager (including setting and distributing the agenda, and ensuring that the minutes and other related reports are distributed).
- Meeting minutes will be recorded by Nutrition Resource Centre's Program Assistant.

Meetings

- The Nutrition Resource Group will plan to meet three times per year.
- Members of NRG may attend each meeting in person or by teleconference.
- Guests may participate on request of the NRG.

Terms of Reference

- NRG members are asked to renew their commitment to participate on an annual basis.
- The Terms of Reference and the composition of the Nutrition Resource Group will be reviewed annually.